

The City of San Jose Public Art Program
Office of Cultural Affairs (OCA)/ Office of Economic Development (OED)

RFQ
NEIGHBORHOOD GATEWAY GALLERIES
PUBLIC ART PROJECT



OPEN CALL TO SUBMIT QUALIFICATIONS

<p>SUBMITTAL DEADLINE – EXTENDED – December 1, 2016, Midnight, Mountain Time This is an online application process only and applications must be received by the deadline.</p>
--

1. INTRODUCTION

The City of San Jose Public Art Program (SJPA) is seeking an artist, or artist team, to create artworks for underpasses in three locations through a participatory workshop process with San Jose residents as part of the Neighborhood Gateway Galleries initiative.

Neighborhood Gateway Galleries is a citywide public art initiative to transform freeway underpasses, which currently divide neighborhoods by impeding walkability, into spaces of connection. Through an artist-driven process, these liminal spaces will become public galleries for exhibiting participatory art projects created by residents.

Phase I of this citywide initiative will address underpasses located in East San Jose at the intersection of Interstate 680 and Capitol Expressway, Jackson Avenue, and King Road. This RFQ will specifically focus on the selection of an artist or artist team for Phase I locations. Selection for Phase I does not guarantee participation by artist or artist team in subsequent phases of the project.

This opportunity is open to individual artists, or artist-led teams, working or living in the San Francisco Bay Area (see geographic boundaries below). If submitting as a team, a professional artist with public art experience must be the lead team member. All applicants must have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. English/Spanish bilingual ability preferred.

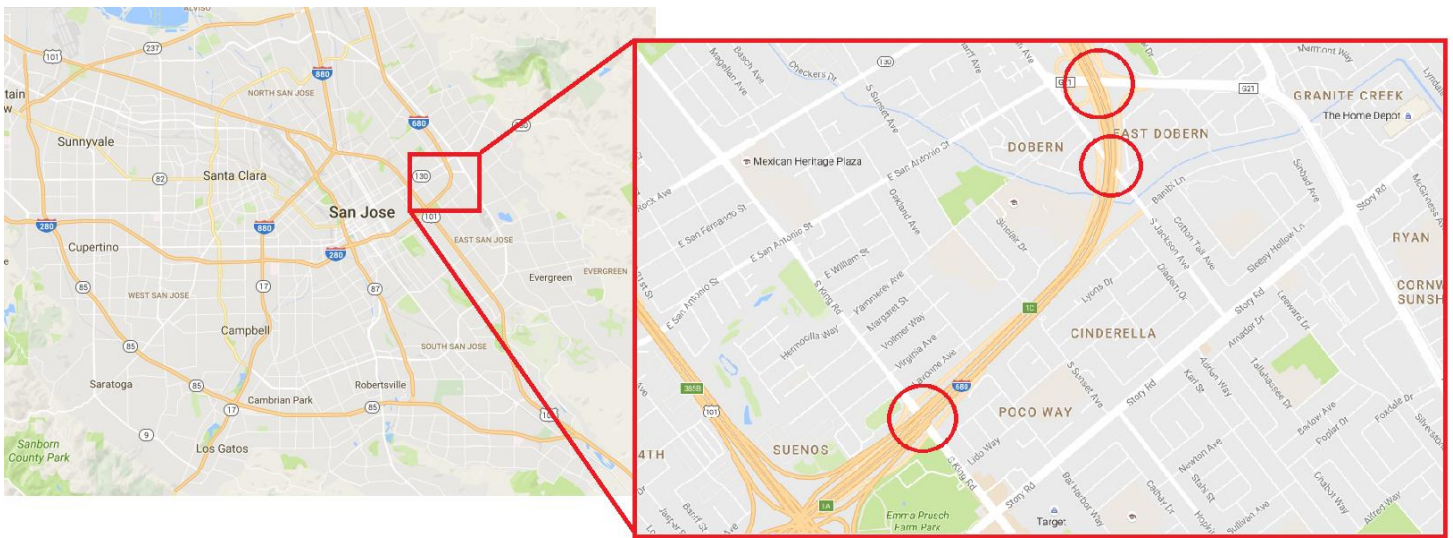
The SJPA seeks to build community through artworks and exhibitions that define creative placemaking: expanding the community's access and engagement to public space and impacting

the economic and visual dynamics of the city. SJPA's priorities are guided by the goals and values of project partners and the community. Through active engagement between artists and project stakeholders, SJPA strives to celebrate the city's diversity, historic richness, and envision its present and future by enhancing the quality of life for its many residents, businesses, and visitors.

2. BACKGROUND

San Jose is the tenth largest city in the United States and largest in Northern California. Its population spreads outside its downtown core across ten city council districts into ethnically diverse and culturally textured neighborhoods. A network of freeways cut through the city, moving thousands of people daily to jobs in Silicon Valley and the greater Bay Area. While effective in shuttling masses of people, the freeways also interrupt the movement of people within neighborhoods and pose safety concerns for pedestrians and bicyclists. "Neighborhood Gateway Galleries" is a public art initiative designed to connect neighborhoods and reclaim the space surrounding underpasses and bridges for safe pedestrian use.

Phase I of the initiative will focus on three underpasses in East San Jose, which are located along the intersection of Interstate [680 and Capitol Expressway, Jackson Avenue, and King Road](#).



Pedestrians frequent these streets to reach nearby schools, community centers, churches, and medical center, but poor street lighting and frequent crime make residents less likely to navigate these routes under the freeway. Improving lighting, and creatively enhancing this infrastructure, will increase resident safety and community participation and pride.

3. SITE DESCRIPTION

The Phase I sites, Capitol Expressway, Jackson Avenue, and King Road underpasses at Interstate 680, are within a mile radius of nine schools, two parks, Regional Medical Center, Mayfair Community Center, Our Lady of Guadalupe Church, Emma Prusch Park, PAL Stadium, Rancho del Pueblo Golf Course, Mexican Heritage Plaza, and Somos Mayfair. The location of these three underpasses place them at the heart of East San Jose's cultural corridor and within proximity to sites of national and local historic significance.

Images of the sites can be found through google maps at [South King Road/680](#), [South Jackson Avenue/680](#), and [East Capitol Expressway/680](#). Selected artist/artist team will be developing a design solution for the existing infrastructure, focusing on the sloped retaining walls of the underpass. Artwork must comply with Caltrans and San Jose Department of Transportation (DoT) safety, maintenance, and traffic regulations. An overview of Caltrans requirements for art in underpasses can be found at http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt29.pdf under SECTION 9 Transportation Art. Additional requirements may apply. Artwork will be subject to approval by Caltrans and the DoT, as well as the San Jose Department of Public Works (DPW) and San Jose Public Art Committee.

4. ABOUT THE ART PROJECT

Through the Neighborhood Gateway Gallery project, SJPA seeks to connect residents through active participation in the arts. The artist/artist team will develop a design strategy for the Neighborhood Gateway Gallery, and will lead residents in participatory design and artmaking workshops at neighborhood locations, the aesthetic outcomes of which will be incorporated into a final unified design. Each underpass will be unique, however, the three sites should be tied together through an aesthetically cohesive design approach. Opportunities exist for the artist/artist team to pursue innovative design approaches and community engagement processes.

Installation of lighting in the underpass will be overseen by DoT. Lighting is anticipated to be separate from the artwork. As possible, DoT will coordinate with the artist to ensure lighting enhances the artwork.

5. SCOPE OF WORK

Community engagement will be a central component of this project. The artist/artist team selected for the project will be responsible for the design and facilitation of community engagement as well as the design, fabrication and installation of the public art within the given project schedule and budget. More specifically:

Design Phase

The following is an overview of a range of tasks for the design phase. (Note: This is a general outline, not an exclusive and specific scope.)

1. Background Research and Community Outreach: Activities include, but are not limited to: review of background documents and data to understand requirements for artwork on transportation infrastructure, research into project areas and surrounding community, engaging in discussion with key stakeholders, and meeting with community members. Selected artist/artist team will be required to submit an outreach and workshop plan for SJPAC approval.
2. Design Proposal Development: The artist or artist team must complete a multistep public art design process. Each step has a review and approval process. These steps include: concept proposal development, schematic design proposal, and design development. Once the design proposal is approved, Artist is responsible for causing construction and engineering documentation.
3. Review process:
 - a. Staff Review: Present artwork design and construction documents to City staff for internal reviews by SJPAC, DoT, DPW and other departments as necessary.
 - b. Community Feedback: Engage with key community representatives to review proposed artwork concept and hear input.
4. Approvals:
 - a. The San Jose Public Art Committee is the authority that approves proposed artwork design from concept through design development.
 - b. The DPW, DoT, and Caltrans must give final approval of Construction Documents.

It is expected that during the Design Phase the artist/artist team will attend the meetings necessary to accomplish the work described above.

Fabrication and Installation

The artist or artist team is responsible for fabrication and installation the artwork. As appropriate, residents may take part in the production of the final artwork.

6. PROJECT BUDGET

The total project budget maximum for all three sites is **\$135,000**, of which \$20,000 is set aside for the artist design development/construction document phase and \$10,000 is set aside in the construction budget as a contingency for unforeseen conditions.

Project funding must cover all expenses related to the research, investigation, community workshops, design, fabrication, and installation of the artwork including, but not limited to: design time and fees; design documents, renderings and/or other media as required to communicate artist's concept design development to stakeholders and approving bodies; signed and certified structural engineering, electrical and/or other construction/engineering drawings and specifications, required for fabrication; fabrication of the artwork; transportation and

installation of materials, transportation and accommodations for artist(s); insurance and all other project related expenses.

City Business Tax

The Successful Proposer will be required to provide proof of payment of City Business Tax prior to contract award. Contact Finance/Treasury at (408) 277-5051 to determine costs.

7. ARTIST ELIGIBILITY

This opportunity is open to individual artists or artist-led teams working or living in the following counties: Santa Clara, Santa Cruz, San Mateo, San Francisco, Alameda, Contra Costa, Solano, Sonoma, Napa, and Marin. ***All applicants must have all necessary documentation and permits to work in the United States at the time of submittal of qualifications.*** If submitting as a team, a professional artist must be the lead team member.

Artists currently under contract for an art project with the City of San José Public Art Program are not eligible to apply for this project unless their current project will be complete by December 2016, or the project is currently suspended with no proposed re-activation date. If you are unsure of your status, please contact Emily Sevier (emily.sevier@sanjoseca.gov) for verification.

The City will contract with the artist/team in a single agreement using the standard agreement available for review online: <http://www.sanjoseculture.org/DocumentCenter/View/25700>. If you cannot access this agreement via the Internet, please request a copy be mailed to you prior to the submittal deadline so you may review it in advance of your application. Appropriate adjustments will be made in Exhibit A to reflect the unique nature of this project. Final award shall be contingent upon selected artist/team accepting Terms and Conditions of the agreement in substantial conformity to the terms listed in the referenced document. City reserves the right to accept an offer in full, or in part, or to reject all offers.

8. SELECTION PROCESS AND EVALUATION CRITERIA

CRITERIA

- Aesthetic excellence of past projects; appropriateness of concepts as they relate to demonstrated project goals and setting.
- Experience, success, and interest in creating public artworks in collaboration with an active stakeholder group including public outreach in determining scope and development of plans and programs, as well as in leading participatory art workshops with varied constituent groups. English/Spanish bilingual ability on team a plus.
- Experience developing artworks in outdoor environments. Prior experience working with transportation agencies a plus.
- Demonstrated ability to manage projects on time and on budget. Demonstrated delivery of projects with similar budgets will be reviewed.

9. SELECTION

All interested artists must complete their submittal for this project online through CaFE (www.callforentry.org); there are no exceptions.

The artist/artist team will be selected based on their past work per submitted work samples from other completed projects.

The artist for this project will be selected by a review panel consisting of community members and visual art professionals.

San Jose Public Art Program staff will preview all submissions for completeness prior to panel review and may reject incomplete applications.

Phase I

A selection panel will review the completed applications with the goal of short-listing three artists for interviews.

Phase II

Up to three artists will be invited to interview with the review panel.

Note: Interviews will be scheduled for one day. Every attempt will be made to accommodate schedule of all finalists, but the interview date(s) will be the sole discretion of the City of San Jose.

Specific proposals are not requested and will not be reviewed at this time.

APPLICATION REQUIREMENTS

APPLICATION DEADLINE

Submissions (described below) must be received as a complete application in CaFÉ™ by no later than **MIDNIGHT (MST) on Thursday, December 1, 2016.**

Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously. Late and incomplete applications will not be accepted.

APPLICATION PROCESS

All materials will be submitted online, via CaFÉ™ website (www.callforentry.org). There is no application fee to apply or to use the CaFÉ™ online application system. To view the application, go to www.callforentry.org, register a username and password, navigate to “Apply to Calls”, and search the list for “RFQ: Neighborhood Gateway Gallery Public Art Project”.

Assistance in using the CaFÉ™ system is available during regular business hours via e-mail at cafe@westaf.org.

REQUIRED APPLICATION MATERIALS

The application submission must include the information and materials described below all of which are required to constitute a complete application.

Specific proposals are not requested and will not be reviewed at this time.

Late and incomplete applications will not be accepted.

Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously.

Application Process

All materials will be submitted online, via CaFÉ™ website (www.callforentry.org). There is no application fee to apply or to use the CaFÉ™ system.

To view the application, go to www.callforentry.org, register a username and password, navigate to “Apply to Calls”, and search the list for “RFQ: Neighborhood Gateway Gallery Public Art Project”. **Assistance in using the CaFÉ™ system is available during regular business hours (Mountain Time) via e-mail at cafe@westaf.org.**

Required Application Materials

The application submission must include the information and materials described below all of which are required to constitute a complete application. **Please review carefully as incomplete applications will not be eligible for consideration and will not be reviewed.**

1. Artist Statement of Interest: Submission shall include an Artist Statement of Interest that outlines your interest in this opportunity. Note: **Specific proposals are not requested and will not be reviewed at this time.**

The Artist Statement of Interest is required to assist the selection panel in understanding your approach to community engagement and public artwork creation consistent with the opportunities offered by this project and your perspective on the potential of this commission. Please address the following in your statement (3000 character maximum):

- i. What perspective and/or experience do you bring to a project that is unique to you?
- ii. What specifically interests you about the Neighborhood Gateway Galleries project?
- iii. What is your experience in public art and collaborating with clients and communities? Please note any experience leading participatory workshops.

2. Summary of Experience: Submission shall include a brief summary of relevant past experience; describe what outdoor urban area public art projects you have experience with. Please highlight those projects created with community participation and describe how the community was involved. (3000 character maximum).

3. Résumé + References: Submission shall include a current résumé that outlines your professional accomplishments as an artist and three professional references. Please note languages spoken and level of proficiency. (Maximum of 5000 characters/equivalent of 3 pages; if a team, 5000 characters maximum for the team.)

4. Images of Past Work: Submission must include visual representations of past artwork that demonstrate your qualifications for this project. In order to be considered for this project, the applicant must submit a total of 8 digital images that represent no more than 5 previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 2 of the requested 8 images.

Submissions must be completed electronically through the CaFÉ™ system. (Instructions on how to format images to CaFÉ™ specifications can be found on the CaFÉ™ website under Image Prep.)

5. Descriptions of Past Work: Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include information about: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; f) budget; and g) description.

If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

6. Check your Application for Completeness: Please confirm that your application includes all of the required materials listed below: **incomplete applications will not be reviewed.**

- _____ Artist statement of interest (3000 character maximum)
- _____ Summary of experience (3000 character maximum)
- _____ Resume (5000 character maximum)
- _____ Images of Past Work (8)
- _____ Descriptions of Past Work

FOR QUESTIONS ABOUT THIS RFQ:

Please contact Emily Sevier via email at emily.sevier@sanjoseca.gov if you have questions about the project opportunity.

FOR QUESTIONS ABOUT CaFÉ™: Please contact CaFÉ™